

Gallery Manager & Program Assistant

Responsibilities

Supports VDM's Visitor Services Function

- Opens and closes the register, maintains the galleries, and rotates exhibit components.
- Covers the front desk when needed, greeting visitors and handling admissions.
- Supervises group visits and weekend birthday parties and private event rentals.

Supports VDM's Education Function

- Manages the Creation Station art studio by implementing craft ideas and pop-up activities, stocking and refilling materials, and overseeing studio décor.
- Collaborates with the Education Manager to plan and run educational programs, field trip activities, and annual events.

Supports VDM's Marketing Function

- Contributes to the Museum's social media platforms to help advertise programs, parties, and events

Qualifications

- Previous experience in a public-facing, customer-service-oriented role.
- Must enjoy working with children.
- Must enjoy crafting and creative projects.
- Must be available to work weekends and around the holidays.
- Must be fully vaccinated against COVID.
- College degree preferred.